

CINCINNATI MUNICIPAL LUNKEN AIRPORT



AIRPORT OPERATIONS AREA DRIVER AND SECURITY PROGRAM

August 25, 2003

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Original Date:

Reviewed:

FAA Approval:

Date:

INTRODUCTION

This Airport Operations Area Driver and Security Program has been developed for everyone who works and/or drives in the Air Operations Area. This document is supplemental to the Airport Certification Manual and Airport Security Plan.

Original Date: _____

Reviewed: _____

FAA Approval: _____

Date: _____

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SECTION I DEFINITIONS

Definitions are as used in this Program unless the context requires otherwise:

Agency - Any person, regardless of entity, conducting business, involved in the direct or indirect operation of aircraft, or otherwise situated at the Airport.

Airport - Cincinnati Municipal Lunken Airport

Airport Manager – The person serving as Superintendent of Lunken Airport as defined in Cincinnati Municipal Code Section 402-1-S.

Airport Operations Area or AOA – Those areas inside the aviation operational boundaries of the Airport, including both private and City-owned property that directly support aircraft and aircraft operations, consisting of movement and non-movement areas.

Movement Areas – Runways and taxiways inside the movement area – non-movement area hold lines.

Non-Movement Areas – Aprons and ramps supporting hangars and the administration building, outside the movement area – non-movement area hold lines.

ATCT - Air Traffic Control Tower.

City - City of Cincinnati, Ohio.

Commercial Operations - All operations of aircraft for commercial purposes or any type of business operation or activity being conducted on the Airport.

FAA - Federal Aviation Administration

Fixed Base Operator or FBO - Any person at the Airport conducting transient aircraft services authorized by an agreement with, and/or license issued by the City.

Ramp/Apron - A defined area on the Airport intended to accommodate aircraft for purposes of loading, unloading, refueling, parking, and/or maintenance.

Security Identification Display Area (SIDA) - Those areas in the terminal building and adjacent Ramp/Apron for the embarking and disembarking of passengers whether for commercial or charter flights.

SECTION II OPERATING IN THE AIRPORT OPERATIONS AREA (AOA)

Airport Security Program

Cincinnati Municipal Code Section 402-58 prohibits unauthorized persons from entering the AOA. This program will aid the Airport in preventing the unauthorized entry of persons into restricted areas including requirements, when appropriate, for the display of identification.

All Agencies with access to the AOA shall be responsible for security in their access areas. All doors, gates, service docks, etc. that enter on to AOA must be kept locked and/or controlled at all times to prevent unauthorized entry of persons and vehicles.

A. Driving Requirements

While operating motorized equipment in the AOA, operators shall do the following

1. Not pass less than 150 feet to the rear of taxiing aircraft.
2. Not drive between a parked aircraft and its loading gate
3. Not load the equipment so as to be a danger to, or likely to endanger, persons or property.
4. Have passengers who are not seated or seats that are not permanently affixed to the equipment.
5. Not park the equipment within four feet of any security fence.
6. Travel in designated traffic lanes.
7. Operate in strict compliance with posted stop, yield traffic signs and speed limits:
Ramp areas..... 25 mph
Drive areas 15 mph
8. Stop at all yellow hold lines
9. Drive to the right when approaching another vehicle. Yield right of way to all aircraft and to emergency vehicles giving an audible or visual alarm.
10. Stay off taxiways and runways unless escorted by a properly equipped vehicle.

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B. Reporting Procedures

1. Any operator involved in a personal injury or accident, including aircraft, automobile, or other motor vehicle in the AOA shall stop the vehicle at the scene, notify Airport Management immediately, and make a full report to the City Police.
2. Any operator observing the entry or attempted entry of an unauthorized vehicle or person to the AOA shall report it immediately to Airport Administration Office or call 911.

C. Vehicle Access Requirements

All vehicles operating in the AOA shall have the following

1. In AOA non-movement areas (outside the movement/non-movement area hold lines)
 - a. An Airport issued vehicle non-movement area ramp pass properly displayed from the front of the windshield mirror. See Exhibit A, page A-1.
2. In AOA movement areas (inside the movement/non-movement area hold lines)
 - a. An Airport issued "RED" movement area pass properly displayed from the windshield mirror. See Exhibit A, page A-1.
 - b. Vehicle with 360° safety beacon/light discernible at a distance of no less than 250 feet.
 - c. Radio communication with the ATCT.
 - d. Visual identification or distinctive markings (decal, sign, or flag) with the Agency's name and/or logo (City of Cincinnati, vehicle number, FBO, etc.).
3. For temporary or onetime access - a "Temporary - Escort Required" badge; a pink temporary ramp permit; visible through the right windshield; and under escort by a City Police or Fire vehicle, by the Airport's Administration, Operations, Maintenance personnel, or by persons possessing a restricted area access badge.
4. Exception: taxicabs, rental cars, passenger cars, or company car service shall be allowed to meet aircraft in the AOA non-movement areas ONLY without a pass under the following restrictions: limited to the Ramp portions at FBOs; only if escorted by authorized personnel or vehicle; and only so long as the FBO-authorized personnel or vehicle is present.

D. Pass Issuing Procedures and Requirements

1. Commercial Operators - Any person requesting a pass for a vehicle to operate in the AOA shall:
 - a. Possess a valid airport operating permit issued under Cincinnati Municipal Code Section 402.22 or other agreement with the City;
 - b. Submit a completed registration form to the Airport Manager;
 - c. Provide proof of vehicle's insurance not less than \$500,000 Combined Single Limit (CSL) for bodily injury and property damage naming the City of Cincinnati as an additional insured or certificate holder;
 - d. Provide a list of persons who will operate the vehicle. Each person listed must have a valid driver's license, a copy of which must be attached to the list;
 - e. Successfully complete the Airport's driver training program. If the applicant has provided a list of multiple operators for the vehicle, each proposed operator will complete the program. However, applicants requesting passes for multiple vehicles do not have to complete the program for each pass requested;
2. Non-Commercial Operators - Any person requesting a pass for a vehicle to operate in the AOA shall
 - a. Provide proof of ownership of an aircraft based and registered at the Airport or a letter of authorization from a flying club administrator or an aircraft owner of an aircraft based and registered at the Airport.
 - b. Submit a completed registration form to the Airport Manager.
 - c. Provide proof of vehicle's insurance not less than \$500,000 Combined Single Limit (CSL) for bodily injury and property damage.
 - d. Successfully complete the Airport's driver training program.
3. Vehicle Requirements – No passes shall be issued for vehicles exceeding eight feet in height or sixteen feet in length including boats, motor homes, and trailers.
4. Issuance of Passes and Access Cards – Upon completion of the above requirements, the Airport shall issue one ramp pass per vehicle and one gate access card per aircraft and up to six per business. Additional access cards will be handled on a case-by-case basis for a fee of \$10.00 per card. The pass and card shall be valid one year from the date of issuance.

5. Renewal of Ramp Pass – To renew a ramp pass and gate access card, pass holders must present their current pass(es) to the Airport Manager along with proof of insurance on the vehicle(s) and any necessary update of information on the application. After satisfaction of these requirements, the Airport Manager shall issue the necessary indicia of renewal to the pass holder.
6. Fees – There shall be no charge for the initial ramp pass and gate access card and the renewal thereof. Replacement passes shall be \$5.00 each. Additional and replacement gate access cards shall be \$10.00 each.

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SECTION III

OPERATING IN THE SECURITY IDENTIFICATION DISPLAY AREA (SIDA)

A. General Requirements

No person shall enter any SIDA with the exception of the following:

1. Persons assigned to duty therein under the authorization of the Airport.
2. Persons authorized under contractual agreement with the Airport.
3. Authorized representatives of the FAA and other U.S. Governmental agencies.
4. Persons engaged, about to be engaged, or having been engaged in the operation of any aircraft.
5. Passengers under airline personnel supervision entering Ramp operational areas for the purpose of enplaning or deplaning aircraft.
6. Airport Management, City Police, or Fire personnel.

B. Authorized Personnel Access - Security Identification Display Area

Persons authorized to access SIDs shall do either of the following:

1. Have an Airport-approved identification badge or be under Airport-approved escort. The Airport-approved identification badge must be properly and continuously displayed on their outermost garment, above waist and in plain view at all times within the restricted area.
2. Have an airline-issued identification badges and be a working, uniformed crewmember. However, these people are restricted to their air carrier apron and in the immediate proximity of their assigned company aircraft.

C. Airport Terminal Passenger Holding Areas and Security Identification Display Area Procedures

Upon entering the SIDA airline terminal passenger holding area, all persons must be screened, have their identification checked, baggage x-rayed and personal items examined except where provided by appropriate Federal Aviation Regulations. Security personnel shall refer anyone with suspicious identification to Airport Management and City Police.

D. Application for Security Identification Display Area Badge

Persons employed at the Airport needing access to any SIDA must submit an application for a restricted area identification badge/access card. The photo identification badge will be issued and maintained by the Airport Manager and will remain the property of the City of Cincinnati. Fees for the issuance of badges will be set by the Director of Transportation and Engineering. The badge application form must be signed by the applicant or an authorized representative of the applicant's employer. The employer requesting a badge be issued will certify a prior employment check has been completed for the applicant. The applicant will furnish personal and physical information and sign a form acknowledging all rules and regulations and receipt of the badge. SIDA badges must be renewed annually by December 31 for the next year.

When an employee is terminated, it is the responsibility of the employer to retrieve the identification badge and return it to the Airport Manager no later than the next working day.

E. Proper Escorting of Persons in Security Identification Display Area

Anyone escorting a person in a SIDA shall keep that person in close proximity and under control at all times. No escort shall leave a person unaccompanied in a SIDA.

F. Lost/Stolen Security Identification Display Area Badge

In the event a SIDA identification badge is lost or stolen, the Airport Manager must be notified immediately. The affected individual or employer will complete a lost/stolen report prior to a new badge being issued.

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SECTION IV ENFORCEMENT OF PROGRAM

For initial violations of this program a warning letter shall be issued to the individual violator and the holder of the pass advising them of the correct procedures. Person's lacking an Airport-approved ramp pass shall be escorted from the AOA. A second violation within two years against a vehicle will require the individual violator to attend a recertification class within three weeks of receipt of the warning letter. Failure to attend recertification class will result in the ramp pass number of the holder being deleted from the access system. The vehicle registered to that pass will not be permitted access to restricted areas until such time as the individual violator has attended a recertification class. For subsequent violations within any two-year period the following shall apply:

- i) 3rd Violation..... 30-day suspension of pass
- ii) 4th Violation..... 90-day suspension of pass
- iii) 5th Violation 6 month suspension of pass
- iv) 6th Violation..... 1 year suspension of pass

Additionally the individual violator shall attend a recertification class within a time prescribed by the Airport Manager, and the holder shall make application for a new pass.

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EXHIBIT A VEHICLE AOA PASS IDENTIFIERS

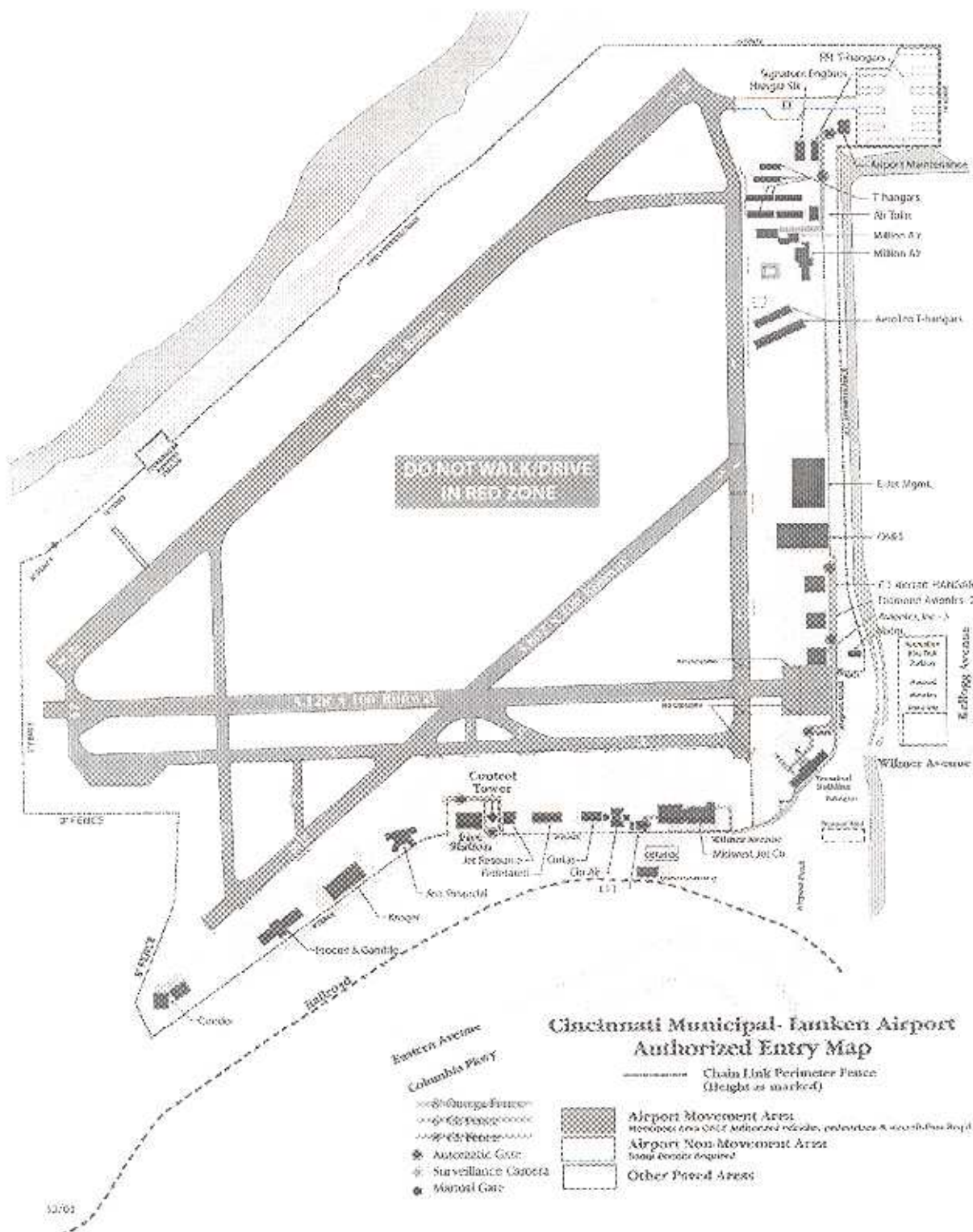
The pass must be displayed in view on the rearview mirror

Non-Movement Areas - Ramps/Aprons	
FBO	Blue
Corporate	Purple
Business	Orange
GA and T-Hangar Areas (LA 14, LA 52, LA 54, LA 50)	White
Vendor	Yellow

Movement Areas - Taxiways/Runways		
FBO, Corporate, Business	Area of Operations (For towing aircraft only)	Red
FBO, City Vehicles ONLY	Security ID Areas and Area of Operations	Red and White

Temporary	
Escort Required	Pink

EXHIBIT B AIRPORT AUTHORIZED ENTRY MAP



B-1

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